

BOARD OF LIBRARY TRUSTEES
MINUTES OF JUNE 16, 2008 MEETING

- CALL TO ORDER: The meeting was called to order by the Chair at 5:35 p.m.
- PRESENT: Pam Gill, Terry Lyons, Mary Ellen Picardi, Mary Beth Spellman, MaryAnn Taylor.
- SECRETARY'S RPT. Motion to accept the Secretary's report made by Terry Lyons, seconded by the Chair. Vote 5-0 to accept.
- TREAS. RPT. Motion to accept the Treasurers Report was made Mary Ann Taylor, seconded by the Chair. Vote 5-0 to accept.
- DIRECTOR'S RPT. Ewa reports that the staff of 14 is now down to 7 for the summer schedule which will be in effect for Memorial Day through Labor Day. The 7 people we cannot pay over the summer have been laid off but will be recalled if hours become available. The Library will be open for 26 hours per week over the summer. The winter hours offer 38 hours open to the public.
Of note: there are 7 employees who have approximately 35 weeks of vacation and an enormous amount of sick time that will be spread over this year. These people are paid for this time, so it may be difficult to replace them with part timers due to budget constraints. We will be looking at more times that the library may be closed due to staffing shortages. The winter hours will include 3 full time and 4 permanent part time staff.
Full time staff cannot work beyond 40 hours as we do not have an OT budget line. However, the Union is negotiating for OT to be made available to Librarians who work on the 6th day of a week or a Saturday at time and one half. We cannot exceed 4 hours to be open on Saturdays because it would then involve breaks for which we have no coverage.
Terry asks; can we use a volunteer to supplement regular staff so we don't have to close when the levels drop below 4? Pam says that the Town Manager has already nixed volunteers taking responsibility for staff duties. The Trustee manual speaks of the proper use of volunteers in the library.
Ewa discusses steadiness of current volunteers. Mary Ellen states volunteer shelvers help out with putting books away that staff otherwise would have to find time to do.
Ewa states that she has laid off 3 part time non-union Reference Librarians, Miller, Maney and Nawawi eff. 7/1/08.

State Aid request made by Ewa not to exceed \$2,386.85 to cover payroll to the end of this Fiscal Year. Motion by Beth Spellman to grant request, seconded by the Chair. All agreed. Vote 5-0.

Ewa reminds Board of 35 weeks of staff vacation that needs to be taken during the calendar year. A policy is in place to not give duplicate time off to 2 or more employees at one time. A few people will work on Saturdays but not enough to fully staff the shift. Part time staff will be recalled where needed.

Ewa answers prior question about what it takes to “process” and “catalog” a new book.

Plastic covers

Pockets

Security Targets

Bar Codes

Book Plates

Input Acquisition Module

Catalog

Binder Labels

Binder Dots

Classification Labels

(The process takes approximately 30 minutes to process one book and there is no one in the Technical Services position at this time.)

Ewa will help train Natalie to process new materials and to do manual ordering of books via telephone. Baker and Taylor online ordering would be time consuming and much training is involved. We have no ability to send staff for training at this time.

The Collection Development Team has been disbursed. We no longer have a team approach to selecting materials. The Children’s Librarian, Reference Librarian and Director will select the titles.

Ewa asks how will we be able to process new books with out a Materials Line? We need about \$4,000.00 to process \$40,000. worth of books, many of which are already in the building but cannot be processed.

We need Library Cards and there is no budget. Janway Corp. gives us the best price on them and the base price of 18 cents has skyrocketed to .38 cents due to petroleum costs. Security targets are our post expensive processing item at \$900.00 a box.

Ewa will prepare a list of items and costs for the Chair to take to Town Meeting in the Fall.

For 2 years in a row now, we have had a zero budget for processing. We ordered plastic covers last November to cover some books that were waiting, with a gift from the Saugus Federal Credit Union.

Terry would like to see a way to get an estimate of costs to process materials

Ewa requests to move funds from part time salary lines for those that were laid off over to the full time Reference and Children's Librarians whose salary lines were capped at 21,000.00 each. This will mean that they will be laid off in early March 09.

CHAIRMAN'S RPT Pam asks Director to check on the handicapped door that is not functioning. Also, the tile roofing job has not been started yet but is scheduled for this summer.

OLD BUSINESS: See Directors Report

NEW BUSINESS: See Directors Report

DISCUSSION: Janice Jarosczyk makes an Open Public Records Request for all faxes, correspondences and emails sent by the Library between February 1st to June 16th.
Terry Lyons offers that we will send this to Town Counsel for an opinion.
Maureen Dever states that she came to this meeting tonight to see a 3 or 5 year plan formed by the Trustees. (Note- One was mailed to all Town Meeting Members 14 days ago, of which she is a member)

UPCOMING EVENTS:
The Friends of the Library will hold a book/bake sale at Founders Day.

ADJOURNMENT: Having no further business, at 6:55 pm, a Motion was made by Mary Ellen Picardi to adjourn the meeting. Seconded by the Chair. All agreed. Vote 5-0.

NEXT MEETING: Scheduled for July 14th in the Library.